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Royal New Zealand Engineers Charitable Trust		Date: 24 Sep 20
MINUTES		Time: 1500 - 1603
		Venue: 2 nd Engineer Regiment Headquarters
Members	In Attendance	Apologies
Lt Col (Rtd) JS Hollander Trustee/Chair WO1 T Kerekere Trustee/Deputy Chair Maj (Rtd) CR Parker Trustee WO1 (Rtd) HE Chamberlain Trustee Lt Col IJ Brandon Trustee COL PJ Curry Trustee WO1 (Rtd) G Findon Trustee/Treasurer SGT R Boyce Trustee/Assistant Treasurer 2LT M Johnson Secretary/Minutes	Lt Col (Rtd) JS Hollander WO1 T Kerekere Maj (Rtd) CR Parker WO1 (Rtd) HE Chamberlain COL P Curry WO1 (Rtd) G. Findon 2LT M Johnson Guest WO1 E Windleborn (Lt Col IJ Brandon joined the meeting via Zoom at 1527hrs, from Auckland airport.)	Lt Col IJ Brandon SGT R Boyce Moved: WO1 T Kerekere Seconded: WO1 (Rtd) G Findon Carried
Topic/Discussion	Outcomes/Decisions/Action Items	
1. Opening <ul style="list-style-type: none"> • Confirm agenda; • Note apologies; and • Appoint new Trustee. 	<ol style="list-style-type: none"> 1. The RNZE CT holds a quarterly meeting at HQ, 2nd Engineer Regiment to cover current and future progress as well as any matters that require the board’s approval/attention. 2. The Chair declared the meeting of the RNZE Charitable Trust Board open at 1500hrs and welcomed all members present. 3. RNZE CT Board farewelled Maj (Rtd) CR Parker, who is standing down as a trustee (since Nov 2015). His commitment and dedication to the board during his tenure, was acknowledged with grateful thanks. 4. RNZE CT welcomed Col Comdt RNZE, Col Paul Curry as a new trustee. This was confirmed by the completion of an updated Memorandum of Appointment of New Trustees document, duly signed by the Chair; Moved: WO1 (Rtd) HE Chamberlain Seconded: WO1 (Rtd) G. Findon Carried	

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<p>2. Minutes from the last meeting</p>	<p>1. Minutes from the last meeting held on 19 Mar 20 be approved. Moved: Maj (Rtd) CR Parker Seconded: WO1 T Kerekere Carried</p>
<p>3. Matters arising from the previous minutes</p>	<p>1. There were no matters arising from the previous minutes. All matters would be addressed throughout the conduct of the meeting.</p>
<p>4. Correspondence</p>	<p>1. The Secretary noted that the majority of correspondence was physical email traffic. The only inwards correspondence of note was as follows:</p> <ul style="list-style-type: none"> a. Charitable Trust Deed dated 15 May 20: Revised version. b. Invoice from FUTURISK dated 16 May 20: Renewal all risk museum insurance. c. Invoice from FUTURISK dated 16 May 20: Fire and emergency levy charge. d. Invoice from FUTURISK dated 16 May 20: Renewal Rosser management liability policy. e. Letter from Joan Fenton dated 24 July 20: Donation of books of POW in Italy during WWII. f. Application for bursary scheme dated 18 Aug 20: Spr DB Pearce g. Letter of reply from Joan Fenton (wife of Col (Rtd) Ken C Fenton, RNZE) dated 16 Sept 20: reply from Lt Col (Rtd) JS Hollander dated 12 Sept 20. <p>2. Correspondence outwards since 19 March 2020:</p> <ul style="list-style-type: none"> a. Letter from RNZE Chair dated 1 May 20: Amendment of Trust Deed. b. Letter from RNZE CT Chair dated 12 Sept 20: letter of appreciation for the kind donation of five books. <p>Moved: WO1 (Rtd) HE Chamberlain Seconded: WO1 T Kerekere Carried</p>
<p>5. Finance</p>	<p>1. Financial details and specifics for the RNZE CT were provided by the Treasurer, as circulated prior to the meeting. The financial report was tabled for the period 1 June – 31 Aug 20.</p> <p>2. The account balances as at 31 Aug 20 were:</p> <ul style="list-style-type: none"> a. 00 (RNZE CT Ops – Transaction) Account = \$3,700.84 b. 02 (ECMC Reserve – 90 Day) Account = \$8,850.59 c. 03 (ECMC Ops) Account = \$17,454.41 d. 04 (RNZE CT Reserve) Account = \$10,000.00

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	<p>e. 18 Account (New investment) = \$20,252.98 f. Total account balance = <u>\$60,258.82</u></p> <p>3. There were seven accounts approved for payment, from the 00 and 03 accounts to a total of \$2,733.00.</p> <p>Moved: WO1 (Rtd) G Findon Seconded: WO1 (Rtd) HE Chamberlain Carried</p> <p>4. Yet to do GST return, due in Oct 20.</p> <p>5. The Chair noted that there was \$377.20 in petty cash, yet to be banked.</p> <p>6. The financial report 1 Jun – 31 Aug 20 is attached as Enclosure 1 and was approved.</p> <p>Moved: WO1 (Rtd) G Findon Seconded: WO1 (Rtd) HE Chamberlain Carried</p>
<p>6. General Business – Inventory</p>	<p>1. Bailey (Model) Bridging (BB) currently at 90% complete and waiting for the remainder of the project to be completed (in 2021), this will likely require a project review and re-briefing - WIP;</p> <p style="padding-left: 40px;">a. NOTE: 2ER RSM will be sought for further guidance.</p> <p>2. Medal replicas are continuing to be mounted and progressively added to separate displays in the museum, as well as in the Kitchener Room medal collection - WIP;</p> <p>3. Barcode/QR Code System discussions with Advantage Computers staff have temporarily stopped, to investigate barcode or QR code systems to use with the inventory of the “collection” as well as for the library and to explore the establishment of interactive electronic displays for and within the ECMC – low priority - WIP;</p> <p>4. ECMC Collection WEF 17 Sep 20, the updated ECMC “collection” inventory record is for 9,500 screens, with over 17,900 individual items (of an estimated 60,000 items or 29.8%), comprising 1,800 books, 508 documents, 258 maps and plans, 176 uniforms, 68 caps/hats, 236 service records and 92 archival folders.</p>

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	<p>These also include over 5,000 pictures scanned (>4,700 photos + 367 negatives catalogued to date) and enhanced (out of the estimated collection of over 26,000 items), with an overall increased collection value of \$483,000;</p> <ol style="list-style-type: none"> 5. RNZE stained glass window - we still need to repair the RNZE stained glass window in St David’s Chapel in Burnham camp to ensure that the lettering is corrected. Awaiting confirmation from 3 Fd Sqn that this has been completed – WIP; 6. RNZE Tukutuku Panel now displayed in the Linton Camp Cultural Centre is being updated and will then become the source of a special RNZE logo that can be used on the new website, as well as presentation plaques in place of the RNZE hat-badge-based plaques. We need to secure suitable imagery and templates for this purpose. RSM, 2ER advised that Cpl Taylor should have this completed by end-Nov 20 – WIP; 7. Photocopy appliances discussions continue with Fuji Xerox regarding replacement of and provision of a service contract for photocopy appliances in the ECMC. Fuji Xerox will sponsor a large appliance and charge the RNZE CT a contract rate service fee per quarter. A formal service and sponsorship agreement is awaited for final consideration - WIP; 8. Donation a donation of five books written by Col Ken C. Fenton (ex-RNZE – was CE, 1964-68) on the Italian Campaign and POWs in WW2, made by family members on 10 Sep 20 and added to ECMC library.
<p>7. General Business – Corps History</p>	<ol style="list-style-type: none"> 1. Digitising, Scanning and Post-Processing of Books and Documents in the ECMC library continues and is progressing well. Most items in the library up until 1930 have been completed and uploaded to the website. Preparations will be required for a further funding round application for Stage 4 in 2021 - WIP; <ol style="list-style-type: none"> a. ACTION: SGT R Boyce to raise a funding application on ECCT for more funds for Stage 4, in 2021. 2. Corps History Project (CHP) project closed. Of the original print of 1,000 books, only 14 are left in stock, plus up to 30 books in reserve for Corps presentation

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	<p>purposes. NZMHS are conducting a review of the book by Lt Col (Rtd) Dr Chris Pugsley, which is expected to be in their Nov 20 issue of “The Volunteers” journal;</p> <p>3. NZ Sapper’s Website there is still pending work for the 2ER material to add to the website. The website is largely maintained and up to date with further library and archival material, Chapel and memorial updates-WIP;</p> <p>a. NOTE: there is some inaccurate 2ER information which will be amended by Lt Col Brandon before sending it to the Chair for upload.</p> <p>4. Multimedia a video section has been added to the Audio Heritage section of the website, to include recently located CDs and videos (VHS), including the Corps Centenary 2002 activities, WW2 North Africa (NZ Div and Desert Railway Engineers) Interviews, Atiu Harbour Project, Timor Leste RNZE filming, Canadian Div and Engineer organisations and Freyberg, plus others as they come to light. Also audio recordings of all 2020 MMMHP and EPLP sessions held so far this year;</p> <p>5. ARANZ - CD Branch the ECMC and RNZE CT are registered with the Archives & Records Association of NZ for the “Guide to Manawatu-Whanganui Archival Repositories 2020”;</p>
<p>8. General Business – Legislation/funding</p>	<p>1. Insurance cover for the RNZE CT and Corps Collection was renewed on 1 May 20. Cover for the “RNZE Collection” remains at \$400,000 and no change for the trustee/Trust Board indemnity policy;</p> <p>2. Donors scheme - our regular (serving and retired) donors remains at 32 (comprising 18 x Offr, 13 x WO/SNCO and 1 x Civ), realising a monthly contribution of \$556 (or \$6,672 pa);</p> <p>a. ACTION Lt Col IJ Brandon will utilise the 2ER social media platforms to not only advertise the RNZE CT donor scheme, but also canvas the unit for more potential contributors.</p> <p>3. RNZE CT (Corps) “Bursary Scheme” has been successful, with a total of \$2,250 being granted to six recipients in 2019-20. The Trust Board reviewed the terms of</p>

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	<p>reference in Mar 20 and the new process seems to work satisfactorily;</p> <p>a. ACTION Lt Col IJ Brandon will utilise the 2ER social media platforms to not only advertise the RNZE CT bursary scheme, but also canvas the unit for more potential donors and applicants.</p> <p>4. Amendments to the RNZE CT Trust Deed have been approved by Charities Services and shown on the CS website (“dashboard” and summary). A copy will also be uploaded to the RNZE CT website;</p> <p>5. External Funding Applications – nil during this last period, although it was agreed that Sgt Boyce prepare funding applications in late 2020/early 2021 for Stage 4 (\$5k) of the scanning/digitising/post-processing of ECMC archival material project and also for supply of laser print photo paper for the new copying appliance (awaiting source and estimate) – WIP;</p> <p>6. Funding Priorities for Q3-4 of 2020 no changes are proposed to the priorities adjusted and set at the last Trust Board meeting held on 19 Mar 20. The following priority order and action is still recommended:</p> <p>a. Heritage book and documentation digitisation continuation of Stage 3 funding. Explore further supplementation (from ECCT) for an additional >\$5,000 in early 2021, for Stage 4;</p> <p>b. Ongoing development and population of the RNZE CT/ECMC website as a stand-alone entity has almost been completed. Enough funds remain for ongoing site maintenance;</p> <p>c. ICR&T Stage 3 remainder comprising bar code (or QR code) printer, reader and system (>\$4,000) for the ECMC library and “collection” inventory (Mainland Foundation), once details have been provided by Advantage Computers Ltd;</p> <p>d. Investigate interactive electronic display equipment and systems for the ECMC museum displays, using Advantage Computers and UCOL for advice (possibly Mainland Foundation or Southern Trust);</p>
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	<p>e. Remaining signage, including internal signage for display cabinets (>\$2,000), once refreshment/refurbishment and exterior painting of cabinets has been completed;</p> <p>f. Explore staffing assistance for ECMC (>\$10,000) later; and</p> <p>g. Approve above priority and applications/sources and review all at next meeting on 19 Nov 20.</p>
<p>9. General Business – Miscellaneous</p>	<p>1. ECMC Assistance tasks continue painting the remaining display cabinets (x35) in the museum, completing a new display cabinet and finish off LED strip lighting (cost of \$430). We are also waiting for completion of the external “Lazy E” entrance features and looking at the re-arrangement of the Patron’s seating outside the Chapel and adding a fourth seat in memory of the 4th Patron – Hon Col George Butcher, MC, ED. It is hoped that all tasks can finally be completed by the end of this year. – WIP;</p> <p>a. NOTE: The Saw blade has been deemed too dangerous to mount and as such will look at other options.</p> <p>b. ACTION: 2LT Johnson research options to construct the metal frames for the memorial seat for the fourth patron.</p> <p>2. Visitor statistics as at 17 Sep 20 were 688 or a total of 8,629 since records commenced in 2014 (compared with totals of 919 at the same time last year, 1,151 for all of 2019, 1,267 for 2018, 1,178 in 2017, 1,008 in 2016, 968 in 2015, and 915 in 2014). Obviously well down on previous years due to CV19 restrictions.</p> <p>3. Trial recordings (“aide memoire”) was made so that a transcript will be prepared for others to conduct visit tours of the ECMC in the future. This is awaited from our Secty and will take the reliance off Clas and Joe for conducting these visit tours and have others involved with this function and further spread the RNZE heritage and NZ history knowledge about the Corps and serving members;</p>

	<p>a. ACTION Trial recording to be done by Lt Col (Rtd) J.S. Hollander and 2Lt M. Johnson of the brief, to be converted into a transcript so a standard script can be created or turned into an electronic recording. Currently at 25% complete.</p> <p>4. The monthly midday military history presentation (MMMHP) series continues for 2020 with a full programme in place. These activities continue to be a good source of publicity and revenue for the ECMC/RNZE CT, from the attendance. Sessions for Apr, May and Aug had to be cancelled due to CV19. Volunteers are still coming forward and a programme for 2021 is near completion. All 2020 sessions have been recorded and uploaded onto our website for future reference and research purposes;</p> <p>5. ECMC Landscaping we are still waiting for the recommendations of the Spotless landscape architect and arborist (Kathy Bills) for the maintenance of the trees and gardens about the ECMC area and scheduling to begin. They may be waiting for a seasonal change or budget to undertake this work – WIP;</p> <p>6. Roll of Honour the Linton Community WW1 and WW2 Roll of Honour Boards have now been installed in the Chapel and were rededicated, along with the original (1897) organ, at a Corps ceremony conducted on 3 Jul 20;</p> <p>a. NOTE: The organ should be put on the asset register, so that it is covered by insurance as being contents of the Chapel and Trust.</p> <p>7. ECMC/RNZE CT desk file Chair has compiled an document covering all the activities and important information concerning the ECMC, RNZE CT, various projects, infrastructure, points of contact, etc. This has been converted into a SOP for the ECMC by 2Lt Mike Johnson, so that SME can become more involved with the future management and maintenance of the ECMC facilities. This will also enable a reduction in the reliance on Lt Col (Rtd) JS Hollander and WO1 (Rtd) HE Chamberlain to have the ECMC open every week and for the ongoing ECMC management;</p>
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	<p>8. New Comd, 1 (NZ) Bde visited the ECMC on Thu 3 Sep 20 and was most impressed with the collection, displays, reference material, etc. Base Comd and his command team from RNZAF Base Ohakea are likely to visit later in the year;</p> <p>9. RNZE memorial lists and plaques - a review of RNZE memorial lists and plaques on the pews in the Chapel has been completed and additional plaques installed to cover the missing 27 names (from 1950 onwards). These were rededicated on 3 Jul 20 and also uploaded to the website;</p> <p>10. ECMC keys have been checked, accounted for amongst signed individuals and catalogued/listed, with copies in the ECMC Key Press and to RQMS, 2ER;</p> <p>11. Assistance is being provided to the NZIC in a similar way as that given to the RNZAC, to enable them to establish their own charitable trust and complete their corps history. Chair has been dealing with Col Kevin Arlidge, current NZIC Col Comdt;</p>
<p>10. Closure</p>	<p>1. The Chair thanked all those present for their attendance and contribution to the meeting. There being no further business, the meeting was declared closed at 1603hrs;</p> <p>2. The next Trust Board meeting is scheduled for Thu 19 Nov 20, with notice to follow; and</p> <p>3. The meeting schedule for 2021 will follow the usual quarterly pattern of Feb, May Aug and Nov, next year.</p>

M. JOHNSON
2LT
SECRETARY

J.S. HOLLANDER
LTCOL (Rtd)
CHAIR

22 Oct 20

Enclosure

1. Financial Report for period 1 Jun to 31 Aug 20

RNZE CT Financial Report
(For period 1 June - 31 August 2020)

ENCLOSURE 1 TO
ECMC MEETING
AS AT 23/10/20

1 Account Balances as at 31 August 2020

00	RNZE CT OP EXP - 38-9011-0792649-00	=	\$3,700.84
02	ECME Res - 38-9011-0793649-02	=	\$8,850.59
03	EFTPOS/ECME OPS - 38-9011-0792649-03	=	\$17,454.41
04	RNZE CT Res - 38-9011-0792649-04 - Matures 23/02/21	=	\$10,000.00
18	RNZE CT Res - 38-9011-0792649-18 - Matures 14/09/20	=	\$20,252.98

Total Account Balance	=	<u><u>\$60,258.82</u></u>
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2 Income and Expenditure "00" Acc Report:

Bank Balance "00" as at 1 June 2020	=	\$3,132.16
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Income:

Regular Donations	=	\$1,627.00
Donations	=	\$924.00
CHP Book Sales	=	\$600.00
Transfers	=	\$150.68
GST	=	

Sub Total Income	=	\$3,301.68
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Expenditure:

Bank Fees	=	
Corp History Project	=	
ISP	=	
ECMC Ops	=	\$2,233.00
Grants	=	\$500.00
Transfers	=	

Sub Total Withdrawals	=	\$2,733.00
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Bank Balance "00" Acc as at 31 August 2020	=	<u><u>\$3,700.84</u></u>
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3 Income and Expenditure "02" Acc Report:

Bank Balance "02" as at 1 June 2020	=	\$8,812.93
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Income:

Transfer from 00 Acc	=	
Interest	=	\$37.66

Sub Total Income	=	\$37.66
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Bank Balance "02" Acc as at 31 August 2020	=	<u><u>\$8,850.59</u></u>
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4 Income and Expenditure "03" Acc Report:

Bank Balance "03" as at 1 June 2020	=	\$17,452.21
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Income:

Interest	=	\$2.20
Transfers	=	
Cash Deposit	=	

Sub Total Income	=	\$2.20
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Expenditure:

Operating Expenses	=	
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Sub Total Withdrawals	=	\$0.00
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Bank Balance "03" Acc as at 31 August 2020	=	<u><u>\$17,454.41</u></u>
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5 Income and Expenditure "04" Acc Report:

Bank Balance "04" as at 1 June 2020	=	\$10,101.71
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Income:

Interest earned up to 06/08/20	=	\$48.97
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Sub Total Income	=	\$48.97
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Expenditure:

Transfer Interest to 00 Acc	=	\$150.68
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Sub Total Withdrawals	=	\$150.68
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Bank Balance "04" Acc as at 31 August 2020	=		<u><u>\$10,000.00</u></u>
6 Income and Expenditure "18" Acc Report:			
Bank Balance "18" as at 1 June 2020	=		\$20,115.39
Income:			
Interest earned up to 31/08/20	=	\$137.59	
		Sub Total Income	\$137.59
Expenditure:			
Transfer Interest to 00 Acc	=		
		Sub Total Withdrawals	\$0.00
Bank Balance "18" Acc as at 31 August 2020	=		<u><u>\$20,252.98</u></u>
7 Accounts for Approval:			
"00" Account			
		Amanda Curnow Inv 007-DIG =	\$550.00
		Trophy Specialists Inv 65767 =	\$578.00
		Amanda Curnow Inv 003-WEB =	\$200.00
		Amanda Curnow Inv 008-DIG =	\$660.00
		Kiwi PC Help Inv 2624 =	\$200.00
		Inspire Net Inv 3511149 =	\$45.00
		Grant Spr Pearce =	\$500.00
			\$2,733.00
"03" Account			
			\$0.00
Total Accounts for Approval/Payment	=		<u><u>\$2,733.00</u></u>
8 GST Return:			
Next return to be submitted October 2020			